



Federal Aviation Administration

Office Of The Chief Counsel

Office Of Dispute Resolution For Acquisition (ODRA)

E-FILING INSTRUCTIONS

To file a protest or contract dispute with the ODRA via email, please type the following into the email address box:

9-AGC-ODRA@faa.gov

For detailed information as to electronic filings in ODRA matters, see [Standing Order 2013-3](#) entitled "In re: PROGRAM FOR ELECTRONIC FILING IN ADVERSARIAL PROCEEDINGS AND ALTERNATIVE DISPUTE RESOLUTION MATTERS."

Parties contemplating filing a new matter via email are advised that the ODRA cannot guarantee the security of email transmissions before they reach this Office. Thus, the email filer assumes the risk that its email transmission could be intercepted or diverted. Parties also may file by facsimile, hand delivery or overnight delivery. Filing by regular mail may be delayed in reaching the ODRA and matters are not deemed filed until received. Also, after submitting an electronic filing, it is strongly advisable to call the ODRA office at (202) 267-3290 to confirm that your filing was received.

NOTICE

Email messages that attach or include zip files (.zip) or other executable code will not be accepted and may be diverted. The party sending such a message bears the risk that diversion or rejection will result in a finding that the filing is untimely.